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I. Academic Advising

Arkansas Northeastern College (ANC) Academic Advising Mission Statement
Arkansas Northeastern College academic advising mission is to provide academic resources and support services to students to define, plan, and achieve their educational, career, and life goals.

Academic Advising Goals
Basic to the development of an effective institutional advising program is determining what should be the goals of the advising program. Arkansas Northeastern College has established the following goal statements:

- To educate students to consider and clarify their educational goals
- To teach students to evaluate or reevaluate their progress toward establishing goals and educational plans
- To support students in developing an educational plan and selection of courses consistent with the student’s goals and objectives
- To provide accurate information about institutional policies, procedures, resources, and programs
- To make referrals to resources within and outside of the College as appropriate
- To empower and encourage students to be self-directed learners

Advising Outcomes
As a result of successful academic advising the ANC student will:
- Clarify his/her educational goals
- Evaluate or reevaluate his/her progress toward establishing goals and educational plans
- Develop an educational plan and select courses consistent with his/her goals and objectives
- Receive accurate information regarding institutional policies, procedures, resources, and programs
- Obtain needed referrals to resources within and outside of the College as appropriate
- Demonstrate behaviors consistent with a self-directed learner

Definition of Advising
Advising is a developmental process, which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process which assists students in realizing their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multi-faceted, and the responsibility of both student and advisor. The advisor serves as a
facilitator of communication, a coordinator of learning experiences through course and career planning and program progress review, and an agent of referral to other campus services as necessary. David S. Crockett (July, 1998, Modes and Models for Designing and Implementing a Successful Advising Program, National Conference on Student Retention).


- Academic advising is a planning process that helps students to approach their education in an organized and meaningful way. Advising brings together all of the major dynamics in a student’s life. Edward “Chip” Anderson. (Noel-Levitz, 1997, p. 1 & 3.)
- Academic advising is a process of teaching students how to become responsible consumers of their own educations. It’s also a process that involves teaching students how to make viable academic decisions. Juliet Kaufmann (Noel-Levitz, 1997, p. 1 & 3.)
- Advising is a process of giving students guidance, support and encouragement. (Noel-Levitz, 1997, p. 3.)
- Advising is a process of helping students diminish the confusion that comes with a new environment, clarify their goals and get the most out of their education. (Noel-Levitz, 1997, p. 3.)

Advising Principles
Arkansas Northeastern College encourages two general principles regarding academic advising.

(1) Developmental Academic Advising
A systematic process based on a close student-advisor relationship intended to aid students in achieving educational, career, and personal goals through the utilization of the full range of institutional and community resources.

Developmental advising relationships focus on identifying and accomplishing life goals, acquiring skills and attitudes that promote intellectual and personal growth, and sharing concerns for each other and for the academic community.

(2) Advising as an Extension of Teaching
Extends the opportunity for faculty to apply their teaching skills in a one-on-one setting. Similar to classroom application, advising encourages self-reliance by helping students make informed decisions, set realistic goals, and apply critical thinking, learning and life management skills.

Advisor Role and Responsibilities

- Help students define and develop realistic educational career goals.
- Assist students in planning a program consistent with their abilities and interests.
- Monitor progress toward educational/career goals.
• Discuss linkages and relationships between instructional program and occupation/career.
• Inform students of the nature of the advisor/student relationship.
• Interpret and provide rationale for instructional policies, procedures, and requirements.
• Approve all designated educational transactions (e.g., schedule, drops and adds, withdrawals, change of major, graduation requirements).
• Maintain an advising file for each student.
• Assist students in identifying career opportunities.
• Refer students to other sources when educational, attitudinal, attendance, financial, employment, or other personal problems require intervention by other professionals.
• Designate and post hours available for advising.
• Proactively contact advisees on a regular basis.
• Inform students of special services available for remediation, academic assistance, and to meet other needs.

Advisee Role and Responsibilities

• Clarify their personal values, abilities, interests, and goals.
• Contact and make an appointment with their advisor when required or when in need of assistance. If the student finds it impossible to keep the appointment, the student will notify the advisor and reschedule.
• Become knowledgeable and adhere to institutional policies, procedures, and requirements.
• Prepare for advising session and bring appropriate resources or materials.
• Follow through on actions identified during each advising session.
• Evaluate the advising system, when requested, in order to strengthen the advising process.
• Accept final responsibility for all decisions.
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II. Academic & Advisement Policies/Information

Placement
Students entering Arkansas Northeastern College (ANC) for the purpose of obtaining a certificate or degree are required to submit placement scores before registering. The Arkansas State Legislature established in Section 19 of Act 1052 of 1987 a testing and evaluation program for all degree or technical certificate students in the state. The Arkansas Department of Higher Education followed the established guidelines and issued cut-off scores for student placement in college level or preparatory level courses in math, English composition, and reading skills. Students may submit scores from the American College Test (ACT), the Scholastic Aptitude Test (SAT), the ASSET Test, or the COMPASS Test, if taken within the last five (5) years.

Students transferring to ANC are not required to submit test scores if they have successfully completed a college level course in English Composition, a college level math course, and made satisfactory progress in other college level courses. ANC requires ACT, SAT, ASSET, or COMPASS scores prior to enrollment in college level math, English Composition, and selected occupational courses.

Students without one of these test scores at the time of registration will be required to take the COMPASS Test at ANC. Students should arrange to take the COMPASS Test before registration and may schedule the testing, at their convenience, through the Testing Center. This placement service is free to the student.

Remediation of Basic Skills
Arkansas Northeastern College complies with Section 19, Act 1052 of 1987, approved by the State Legislature, and requires remediation in areas profiled as deficient. The College employs a comprehensive assessment and placement program to assist each individual in realizing his or her potential and success as a student. Certificate and degree-seeking students must take the assessments; the College, furthermore, encourages all entering students to take the assessments. Assessments, in compliance with legislative mandate, are based upon any of the following: ACT, SAT, ASSET, or COMPASS.

A student who is deficient in any area (mathematics, English, or reading) must enroll in and successfully complete the appropriate developmental course(s) during the first semester of enrollment. Students who require remediation must have the approval of their advisor in order to enroll in any college level course prior to completing developmental course work.

Registration Procedures
Students should:
1. Obtain, complete, and submit an ANC Application for Admission to the Registrar’s Office if they are a new student or a student that has not attended ANC within the
last academic calendar. Application forms are available in Student Services, at all extended campus centers, and on the ANC website: www.anc.edu.

2. Request final high school transcripts, GED test scores, and official college transcripts be sent to the Registrar’s Office at least two weeks before registration to ensure proper placement and academic advising.

3. Develop a schedule with their faculty advisor. New students may contact the Admissions Office for an appropriate referral based on the student’s major or area of interest. (Admissions Office: (870) 838-2948 or admissions@anc.edu.

4. Contact the Student Financial Aid Office regarding fee deferment options if receiving scholarships or grants. Appropriate award documentation maybe needed (such as external scholarship award amounts and requirements). (Financial Aid Office: (870) 762-3103.)

5. Contact the Business Office for assessment and payment of fees. Registration is completed when all fees have been paid and/or deferments are processed.

6. Obtain an ANC student ID.

7. Acknowledge that all courses listed in the schedule are subject to change or cancellation.

**Transfer Policy**

Students transferring to ANC should request official transcripts be sent to arrive in the Registrar’s Office, at least two weeks prior to registration, to ensure appropriate placement and advisement at the College. All transcripts need to be received and evaluated prior to registration. Students not submitting official transcripts by the next registration period will be placed on hold until all records are received.

College transfer credit must have been earned at an accredited college or university with a grade of “C” or better. Possible transfer courses, with no ANC equivalent, will be evaluated for possible general elective credit if applicable. (Transcripts from non-accredited colleges will, in general, be evaluated on the same basis as that used by the state university of the state in which the transfer college is located.)

Transfer students must be in “good” academic standing at the last institution attended. Transfer students should have a cumulative grade point average which falls within ANC’s guidelines for good academic standing. Students on academic suspension from another institution will be eligible for admission after having remained out of school for one semester. No transfer student will be admitted who is ineligible to return to the transfer institution. Students must be enrolled as certificate or degree candidates at ANC in order to have transfer credit evaluated and added to their permanent record.

Grades earned in transfer courses are not calculated in the student’s grade point average. The cumulative grade point average at ANC is computed only on ANC’s courses completed. Transfer credit will be recorded showing the equivalent ANC course title and credit hours. Vocational or technically oriented transfer courses will be accepted when directly related to a particular associate in applied science degree.
Classification of Students
Freshman - A student who has earned less than 30 semester hours of college credit (1-29).
Sophomore - A student who has earned 30 or more semester hours of college credit (30+).

Residency Regulations for Fee Assessment Purposes
Students are classified for fee assessment based on their legal domicile (or that of their parents, if they are minors). No student shall be classified as an “in-county” student unless he or she is a resident of Arkansas and has resided in Mississippi County for at least six consecutive months prior to the beginning of the term for which the fees are to be paid. The six-month requirement may only be waived for persons, their spouses, and their unmarried children under the age of 23, who move to Arkansas with attendance at ANC only as a by-product of the primary purpose of establishing a domicile in this state. Residency determinations are made by the Registrar and are based on the regulations and guidelines of the Arkansas Department of Higher Education. Such guidelines are on file in the Registrar’s Office and are available for review upon request.

Educational Records
The Registrar’s Office maintains a permanent record on each student which contains his or her application for admission, final high school or official college transcripts, GED test scores, immunization records, and other pertinent documents. Students are allowed to examine their files, but must first make an appointment through the Registrar’s Office.

Student educational records (except directory information) are confidential, and access is restricted to: (1) the student, (2) ANC faculty and staff who have a legitimate educational interest, and (3) authorized officials/agencies cited in the Family Educational Rights and Privacy Act of 1974, as amended.

Directory information is defined as the student’s name, address, telephone number, major field of study, classification by year, number of hours in which enrolled and number completed, dates of attendance, and degrees completed—including type and date granted. Directory information is considered public information; however, a student may request that his/her directory information be classified as confidential. Such requests should be made in writing to the Registrar each semester at the time of registration. No information may be released on students whose records have been classified as confidential. A copy of Arkansas Northeastern College Educational Records Policy is available in the Registrar’s Office.

Student Hold List
A student may be placed on hold for the following reasons:
1. Unpaid financial obligations to the college.
2. Incomplete records, including final high school transcripts, official college transcripts, and proof of immunization.
3. Failure to register with Selective Service.
4. Other obligations to the college such as library materials, equipment, and textbooks which have not been returned.
5. Failure to complete exit loan counseling.
6. Failure to complete exit assessments.

**The following restrictions apply to students on hold:**
1. Further enrollment at ANC will be denied.
2. Records will not be released.
3. ANC transcripts will not be released.
4. Graduation will be denied.
5. Enrollment, degree completion, etc. may not be certified to the V.A., Social Security Administration, employers, or other outside agencies.

Restrictions will be removed when obligations to the institution have been fulfilled.

**Transcripts**
Students transferring from ANC to another college or university must submit a request for an official transcript to be sent to the Registrar’s Office at the institution to which they plan to transfer. Transcript request forms are provided for this purpose in the Registrar’s Office and are available on the ANC website (www.anc.edu). No transcript will be released without the written consent of the student.

**The Student’s Responsibility**
Arkansas Northeastern has established specific academic requirements which must be met before a certificate or degree is granted. Counselors, faculty, and administrators will assist students in meeting these requirements, but each student is personally responsible for fulfilling them. It is important for each student to be acquainted with all regulations and to remain currently informed throughout his or her college career. Academic requirements may be changed in the best interests of the students and the College.

**Credit for Courses**
ANC operates on a traditional semester credit hour system. For purposes of financial aid programs, every course credit hour represents at least fifteen hours of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks and the equivalent in total work for summer sessions.

**Evening and Weekend Classes**
In addition to traditional day classes, ANC provides evening courses, Monday through Thursday, and on weekends. The evening and weekend academic courses are taught by college staff and contain the same material as the day courses. Students may elect to enroll in day, evening, and/or weekend classes. The bookstore and Student Services remains open in the evenings, during main registration, late registration, as well as the first two weeks of a fall or spring semester. Security is available any time classes are in session.
Summer Sessions
ANC offers four week day sessions in June and July, and an eight week evening/internet session each summer. Students may earn up to 12 semester hours during the summer.

Credit Transfer
ANC emphasizes the transferability of courses to other colleges and universities. Arkansas Northeastern is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools; therefore, courses transfer to all colleges and universities within the state and to other post-secondary institutions in the United States. The College has written transfer agreements with Arkansas State University, Williams Baptist College, Southeast Missouri State University, Franklin University, and most importantly, Arkansas Northeastern has engaged in an articulation agreement with all public four-year institutions in the State of Arkansas. Thus, an ANC student who completes the Associate in Arts degree will transfer to the participating university with junior status. ANC complies in the General Education Curriculum with the 46-credit-hour core approved by Arkansas public colleges and universities. Arkansas Northeastern courses transfer by generally accepted, but unwritten agreements with other colleges and universities in Arkansas. Students should be aware that a course which transfers to a university may not be the necessary course to meet a degree requirement within a particular college of that university.

Course Numbering System
Arkansas Northeastern College uses a five-digit course numbering system. The first digit indicates the course level (1-freshman, 2-sophomore). The second digit represents the academic division. The next two digits represent the numerical sequence of the course and the fifth digit indicates the credit hour value of the course.

Course Load
Part-time Student - One who has a course load of one to eleven (1-11) semester hours in one semester.

Full-time Student - One who has a course load of 12 or more semester hours in one semester. The normal course load for a full-time student during a regular semester is 15 hours. Eighteen (18) hours is the maximum which may be carried without approval. A student who wishes to take additional courses must obtain approval from the Vice President of Instruction, but in no case may the total exceed 21 semester hours. These course load definitions are prorated for shorter summer sessions.

Class Attendance
Regular class attendance and punctuality are required for all classes and laboratory sessions. When absent because of illness or emergency, students are responsible for contacting instructors regarding work missed. In general, a student should not miss more than the following:
3 classes in a MWF or a MTWH sequence
2 classes in a MW or TH sequence
1 class in the evening (6:25-8:55 p.m.)

In each class the instructor determines the limits and the extent to which absences and tardiness affect the student’s grades.

**No Show Policy**
Students who do not attend class(es) by the 4th day of a fall or spring semester or by the 2nd day of a summer term will be reported by the instructor to the Registrar’s Office as a “No Show.” These students will be administratively dropped from the roster. Students who are dropped as a “No Show” will receive a 100% refund of tuition and fees. Students will only be dropped from the classes in which they are reported as having never attended. Students who attend ONE class meeting will NOT be considered a “No Show” for that class and will be responsible for tuition and fees for each class attended.

*NOTE: Financial aid funds will be calculated based upon the student’s official 11th day enrollment for the fall and spring semester and 5th day for the summer terms.*

**Schedule Changes:**
**Adding Courses**  B Day courses may only be added during the first two days of class. Students may add classes by contacting their academic advisor and completing the Registrar, Financial Aid and Business Office procedures.

**Dropping/Withdrawing From a Course** - Courses dropped during the first ten days of a fall or spring semester or the first five days of a summer term will not appear on the student’s transcript. Courses withdrawn after the first ten days of a fall or spring semester or the first five days of a summer term will carry a grade of “W,” will appear on the student’s transcript, and charges are accessed. Students who wish to withdraw from a course or who are unable to continue attending a course must initiate the withdrawal procedure with the instructor of the course and a counselor or faculty advisor. It is imperative that students complete the procedure by notifying the Student Financial Aid Office, the Registrar’s Office, the Business Office, and the Veterans Aid Assistant. Students who stop attending a class and do not complete the proper procedure will be assigned a grade of “F” in the class, and the grade point average will be affected. *Classes may be withdrawn through the deadline date specified in the official college calendar for that semester.*

*Course & College Withdrawal Form and Advisor’s Check List: Appendix*

**Scholastic Standards**
**Academic Honors**
**President’s List** - Students are named to the President’s List when they earn a grade point average of 4.00 for 12 or more semester hours of work completed in any semester. College Preparatory courses are not included in the 12 hours.
**Dean’s List** - Students are named to the Dean’s List when they earn a grade point average of 3.50 to 3.99 for 12 or more semester hours of work completed in any semester. College Preparatory courses are not included in the 12 hours.

**Good Standing** - A “C” average (2.0 GPA) is considered “in good standing” and is required for the successful completion of all degree and certificate programs. This level is considered satisfactory progress in all academic programs.

**Academic Probation** - All students, regardless of admission category, are subject to the academic probation and suspension policies of the College. Students whose cumulative grade point average (G.P.A.) is less than the level stated below will be placed on academic probation.

<table>
<thead>
<tr>
<th>Attempted Semester Hours</th>
<th>Cumulative G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-20 semester hours</td>
<td>1.50</td>
</tr>
<tr>
<td>21-40 semester hours</td>
<td>1.75</td>
</tr>
<tr>
<td>41+ semester hours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students who are placed on academic probation will be limited to a reduced course load (normally not to exceed 12 semester hours). They must consult an advisor and develop a plan for successful completion of courses prior to enrollment for the next term. At this time, the student’s aptitudes and interests will be reevaluated with respect to future educational plans. In addition to being placed on academic probation, students with grades of “F” or “W” for all classes in any semester will be required to meet with an assigned advisor in order to re-enroll. These students are subject to a severely reduced course load and may be required to attend tutoring sessions or participate in other support service activities.

**Continued on Academic Probation** - Students who are on academic probation may be continued on probation as long as they maintain a semester grade point average (G.P.A.) of 2.00 or above for each term of enrollment. The probationary status will be removed when the cumulative grade point average is above the level shown in the table on the previous page.

**Removed from Academic Probation** - A student previously on probation who raises his cumulative G.P.A. above the level stated, in the table on the previous page, will be removed from academic probation and will be reinstated in good standing.

**Academic Suspension** - A student who is on academic probation and does not earn at least a 2.00 G.P.A. in the next semester of enrollment will be academically suspended and must remain out of school for one regular semester. Students who return to ANC after an academic suspension are continued on probation and must make a semester G.P.A. of at least 2.00 for each semester until the probationary status is removed; failure to do so will
result in academic suspension. **Courses taken at another college or university during any suspension period may not be transferred to ANC for degree credit.**

**Academic Affairs Committee**
Within the policies established by Arkansas Northeastern College, the Academic Affairs Committee shall be responsible for clarification, definition, and recommendations in the following areas:

- Curriculum
- Admission
- Graduation
- Credit by Examination
- Instruction
- Probation
- CLEP
- Grade Changes
- Residence
- Suspension
- Transfer of Credit

The Committee shall function as a referral body for other academic decisions as might be referred to them by the Vice President for Finance, the Vice President for Student Services, or the Vice President of Instruction. The Committee is advisory in nature to the President or his designated representative. The Committee is the “due process” committee for the academic standards of the institution.

**Petitions Committee**
The Petitions Committee is an ad hoc committee which handles student academic appeals. Students may make appeals to this Committee by completing a petition (forms are in the Registrar’s Office). Petitions must be discussed with a counselor or faculty adviser prior to submission to the committee. The decision of the Committee is considered final.

**Auditing a Course**
Students wishing to enroll in courses for no grade and no credit may enroll as an audit student. Audit status must be declared in the Registrar’s Office by the end of the add period for that term as stated in the College catalog. Audit students will be charged the current tuition and fee rate.

**Grades**
The instructor’s evaluation of the student’s work is expressed by the following letter grades which are converted to grade points for the purpose of obtaining the grade point average.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Point Value (per semester hr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>*</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>*</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>*</td>
</tr>
</tbody>
</table>
*Grades of W, AU and P are not included in the computation of the G.P.A. Grades in college preparatory courses are calculated as hours earned, but accrue no grade points.

The “F” grade is recorded when: (1) student has failed on the combined evaluation of work through the semester and the final examination; (2) student stopped attending the course without completing the proper drop procedure, as outlined in the catalog; (3) student has a grade of “I” which has not been converted to a passing grade by mid-term of the next semester after it was assigned. A student who makes a “A” or “F” on the first semester of a continuous two semester course is not allowed to continue in that course until the “A” or “F” has been repeated for a grade of “C” or better. College preparatory courses are graded A^, B^, C^, D^, or F. Credit hours earned in these courses will not be applied toward graduation.

**Grading Scale**
Students will be given First-Day Handouts for each class at the beginning of each semester. Each handout will include the grading scale for that particular class as well as attendance requirements and materials needed for successful completion of the course.

**Grade Point Average**
Grade point average is determined by dividing the total grade points earned by the total credit hours attempted during the same period of time. Grades of W, AU, A^, B^, C^, D^, and P are not included in computation of the G.P.A.

**Grade Report Procedures**
Mid-term grades are issued to students in the fall and spring semesters to inform them of progress in their courses. The mid-term grades are temporary grades and are not recorded on the student academic records. Students may access their grades and unofficial transcripts at any time through MyANC on the College’s website at www.anc.edu. Other services are also available to students via the website.

Final grades will be issued to all students at the end of each semester. Final grades are permanent and will be recorded on a student’s academic records. Inquiries concerning grades should begin in the Registrar’s Office.

**Grade Changes**
Grades can be changed only by the instructor who assigned them and must be approved by the Dean or Division Chairperson and the Vice President of Instruction. Grade changes must occur within one calendar year from the time the original grade was assigned. Students who wish to challenge assigned grades must do so by petition within one calendar year after the grade was assigned.
**Incomplete Grades**

A grade of “I” (incomplete) is assigned on the final grade roster when a student fails to meet all course requirements for reasons beyond his/her control, i.e., illness of the student, or death in the family. Procrastination or pressures of work in other courses are not satisfactory reasons for an “I” grade. The “I” grade will be calculated into the grade point average with the appropriate hours attempted and no quality points earned. Students who do not complete the requirements for removal of the “I” grade by mid-term of the following fall or spring semester will be assigned a grade of “F.” Students who complete the requirements will have the instructor assigned grade posted to the transcript and the grade point average will be adjusted accordingly.

**Repeating Courses**

Students receiving a grade of “A” or “F” in a course may repeat the course in an attempt to improve the grade. The grade earned the last time the course is taken will be the final grade. Only the final grade will be considered in computing the grade point average. Grades of “C” and above may not be repeated for a higher grade. In the event such courses are repeated, the original grade will stand and the repeated grade and credit will be ignored. A student who enrolls in a physical education or applied music course for which he or she has been enrolled previously must establish, at the time of registration, if the enrollment is for the purpose of improving a previously earned grade of “A” or “F.”

**Academic Clemency**

Academic clemency provides a second chance for those undergraduate students who performed poorly early in their academic careers and who wish to return to college after having gained an appreciation of the benefits of higher education. This policy allows students to petition to have previously earned credits removed from the calculations of their cumulative grade point average. The policy is provided for students who have gained maturity through extended experience outside higher education institutions and have demonstrated acceptable academic performance following their return. This is a one-time, irrevocable recalculation of grade point average and credit hours toward graduation to be based only on work done after an extended separation from college.

The student will be granted or denied clemency by the Vice President of Instruction. If the petition for clemency is approved, the student’s transcript will contain a record of all work; however, the grade point average will not reflect the credits for which the student is granted clemency and those credits will not count toward graduation.

In order to petition for academic clemency, the student must have:

1. Been separated from all academic institutions for a period of at least 5 consecutive years;
2. Met all assessment/placement requirements for entering freshman at Arkansas Northeastern College at the time of reentry;
3. Re-enrolled at Arkansas Northeastern College and demonstrated acceptable
academic performance by completing at least 12 degree credit hours with a grade
point average of 2.00, or better;(hours earned in remedial courses are not counted)
4. Upon completion of the above validation period, filed a Petition for Academic
Clemency with the Vice President of Instruction.

Academic clemency will cover all credits earned during the terms prior to the date of the
prolonged separation. Transfer students who have received clemency at another institution
will be allowed to petition for clemency at Arkansas Northeastern under the above policy.
The date of clemency will coincide with the date of reentry following the prolonged
separation. The permanent record (transcript) will note “Academic Clemency Granted” and
the effective date.

**Computer Laboratories**
The computer laboratories at the College are state-of-the-art, fully equipped with modern
computers, printers, software, and networking. The labs are open to students enrolled in
one or more credit hours at Arkansas Northeastern. The computer software on the hard
drives or the network is protected by software copyright laws. Students are expected to
abide by all regulations of the computer labs as stated in the student handbook.

**First Year Experience (FYE)**
The First Year Experience Committee is committed to providing first year students a
connection with curricular and co-curricular activities while recognizing and addressing their
various needs. This committee is advisory on matters involving the first year experience,
including but not limited to, professional and instructional matters, Personal Development
curriculum, calendar, standards, student activities, and advising. This committee works
closely with the Student Services, Academic Affairs, and Assessment Committees to
enhance the experience of the first year student.

**Academic & Career Enrichment (ACE)**
All first-time ANC students are required to complete a two credit hour course designed to
encourage the personal, academic, and career development of students as they transition
into the College environment. The focus of this course is to facilitate student success and to
assist in the identification and attainment of short and long-term goals.

**Graduation**
Arkansas Northeastern College awards certificates of proficiency, technical certificates and
associate degrees.

**Certificates of Proficiency** - Certification of this type is awarded to students who have
demonstrated mastery of skills and knowledge against specified performance standards in a
specific area or discipline. Credit hours required for completion of certificates of proficiency
are 15 credit hours or less and a grade of “C” or better in each required course.
**Technical Certificates** - Certification of this type is completed through a planned and coherent program of classroom and laboratory work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field. The program of study may be part of an associate of applied science curriculum or a stand-alone program. Credit hours required for completion of a technical certificate range from 24 to 75 credit hours and a cumulative grade point average of 2.0 or better.

**Associate Degree** - The degree represents the successful attempt on the part of the College to guide students through learning experiences designed to develop proficiencies and insights. The associate degree reflects the conviction of the faculty and staff that the recipients possess certain basic principles, ideas, and skills both unique to, and common to, the various academic disciplines.

Students receiving the associate transfer degree are expected to evidence the ability to think and to communicate effectively both orally and in writing; to apply mathematics; to be aware of our culture and other cultures; to understand the modes of inquiry; to develop the capacity for self-understanding; to develop an appreciation for the arts; and finally, to gain sufficient knowledge in the field in order to contribute to the progress of society.

Students must earn a grade of “C” or better in English Composition I, English Composition II, and the required math course as stated in the degree plan (either Intermediate Algebra or College Algebra) to receive an associate degree from ANC. Students must maintain a cumulative grade point average of 2.0 or above.

**Current Arkansas Northeastern College associate degrees include:**
- $ $ Associate in Arts Degree - Designed for students who wish to complete the first two years of a baccalaureate degree and transfer to a senior institution.
- $ $ Associate in Science Degree - Designed for students who wish to complete the first two years of a baccalaureate degree in Business, Criminology, or Childhood Education and wish to transfer to a senior institution.
- $ $ Associate in Applied Science Degree - Designed for students who wish to gain skills in a specific occupational area and enter directly into employment upon completion of the degree.

Continuously enrolled students may graduate under the catalog in effect at the time of their admission or the one in effect at the time they graduate. Students who have a break in enrollment of consecutive fall-spring or spring-fall semesters must meet catalog requirements in effect at the time of their readmission or the one in effect at the time they graduate.

Students planning to complete program requirements at the end of the semester for which they are registering should make an appointment with an advisor prior to registration to make sure that all program requirements will be met. An Application for Graduation should be filed with the Registrar’s Office no later than the end of the sixth week of the spring semester. In order to graduate, a student must have a minimum G.P.A. of 2.00 and meet all the program requirements as outlined by the catalog which may require a higher G.P.A.
Transfer students graduating from Arkansas Northeastern must complete the last 15 semester hours in residence at Arkansas Northeastern. Arkansas Northeastern students who transfer to other colleges prior to graduation may petition to graduate from the College, provided they have earned 30 or more hours at the College and complete the additional requirements at the transfer institution. The 15 hour residency requirement must be met when a student works toward subsequent degrees from Arkansas Northeastern. Commencement for the College’s graduates is held once each year at the end of the spring semester. Eligible participants are those students who have completed requirements for the Associate in Arts Degree, Associate in Science Degree, the Associate in Applied Science Degree, or a Technical Certificate during the previous summer term, the previous fall semester, or the current spring semester.

Associate Degree and Technical Certificate candidates are expected to participate in commencement; exceptions may be approved by the Vice President of Instruction.

Commencement is a time of celebration, reflecting honor upon those students who have successfully completed their programs of study.

**Honors** - Graduating students whose cumulative grade point average is 3.75 to 4.00 will graduate with highest honors. Graduating students whose cumulative grade point average is 3.50 to 3.74 will graduate with honors. In order to be eligible for honors a student must have earned a minimum of 30 semester hours at Arkansas Northeastern College.

**Credit for Previous Training or Experience**
Arkansas Northeastern College recognizes that much learning takes place outside the walls of the College. Some of this learning is comparable to knowledge gained in a classroom environment. This type of learning is based on a variety of life experiences and is referred to as “experiential learning” and will be evaluated for credit by institutional assessment. When considering whether one possesses experiential learning which may be credited toward a degree, it is best to begin discussions with a faculty advisor. They are trained to assist students in the various methods available for experiential credit.

**Institutional Assessment for Credit** - A student may not seek credit by institutional assessment after attending that particular course and receiving a grade of A, B, C, or I at the College or after earning credit for an advanced course in that area. Students are required to be currently enrolled at Arkansas Northeastern College in order to seek credit by assessment.

Upon conclusion of the institutional assessment for credit, a copy of the results (exam, portfolio, etc.) shall accompany the appropriate forms to the Vice President of Instruction. Request forms will be validated and the examination, portfolio, etc., filed. A student may earn a maximum of 15 semester hours by any or all methods combined, as follows:
**Credit by Examination** - Requirements for credit in a number of college courses may be satisfied by successful completion of a departmental examination. If a CLEP examination is available for a course, the student may not apply for a discipline-made examination for credit. The departmental examinations are constructed and graded by instructors based on goals and objectives stated in departmental course syllabi. Due to the content of certain courses, a discipline may elect not to offer an examination for these courses. A non-refundable fee of $20 for each credit hour requested is charged for this assessment. Credit by examinations may be attempted for the second time after a lapse of one full academic term beyond the term in which the first attempt was made. A student may not attempt credit by examination more than twice in the same course. Credit by examination will not be available during the period between official College terms or during official College holidays. Credit by examination will not be counted in the student’s load or G.P.A.

**Portfolio Development** - Students with prior educational experience not suited for assessment through other methods may wish to develop a portfolio which will be assessed by faculty members who will judge the content and will assess whether or not credit for a course will be given (normally, faculty members interview the students in addition to reviewing any written document). A non-refundable fee of $25 will be assessed upon portfolio submission. An additional fee equal to the existing credit hour tuition rate will be required for each hour of credit awarded through portfolio evaluation. The department involved, the appropriate Dean/division chairperson, and the Vice President of Instruction will award credit on the basis of the results of the assessment.
III. The Academic Advising Process
Pages 23 – 30

Student Categories and Advising Guidelines
- New Student Advisement
- Readmitted Student Advisement
- Returning Student Advisement

Advising Guidelines for Special Consideration Students
- First Year Student
- Beyond the First Year
- Transfer Student
- Adult Students
- Students with Disabilities
- Under Prepared Students
- Students in Academic Distress
- Undecided Student
- High Ability Student
III. The Academic Advising Process

Student Categories and Advising Guidelines
Students are classified into three categories to assist with providing optimal advisement for various levels of academic needs. Student categories are defined as follows:

- **New Students** (Students who have never been enrolled at ANC, includes transfer students).
- **Readmitted Students** (Students who have attended ANC, but has not been enrolled in the last year).
- **Returning Students** (Students who have been enrolled at ANC in the last year)

**New Student Advisement**
Advisors are available as assigned by their Division Dean during both web and walk-in registration. Accessibility to students throughout the semester for follow-up advising is essential for new students who may have questions, concerns or just need direction to appropriate available resources. Advisors schedule face to face initial advising sessions with students to build rapport and to engage students in establishing educational goals and success strategies. Intrusive advising includes working with student’s who have issues, situations and concerns that impact their success and providing a collaborative environment to reach educational goals. Other less formal methods of effective advising techniques may also contribute to student success such as meeting or conversing in hallways, between classes, email, phone conferences, or small group advising. Refer to the advising session.

**Readmitted Student Advisement**
Students who have attended ANC, but have not been enrolled in the last year will be advised as a new student. This will provide opportunity to re-evaluate why the student stopped attending College and to identify barriers to success. The advisor may consider the readmitted student at risk for future course and program completion. Review and confirm student personal and demographic data and make necessary corrections. Spending quality time with the readmitted student will allow the review and affirmation of the chosen major, appropriate course selection and development of educational goals and strategies for success. Follow up advising sessions is recommended for the readmitted student.

**Returning Student Advisement**
Students who have been enrolled at ANC within the last year will require a review of the personal and demographic data, confirmation of degree or major, degree audit and transcript review. Determine if the student is on course with the selected
degree plan, that the G.P.A. is acceptable and does the student present new situations or issues that have or will impact their educational success.

Advising Guidelines for Special Consideration Students

First Year Student

First year students are unfamiliar with ANC policy, college expectations, and the many campus services available to them. Advisors often spend more time advising a first-year student than the seasoned returning student. The first year is the ideal time to set the pace for a well-established, mutual relationship between the two parties. First-year students can benefit from advisors who use proactive or “intrusive” measures. Advisors may encourage several meetings during the first one or two semesters in college. Email, phone calls, and postcards can be an ideal supplemental means of communication. Advising guidelines include:

- Determine appropriate class placement based on previous academic work, assessment scores, and student dialog. High school transcripts may be available by request. Evaluation of transfer work is available on the transcript or if requested from the Registrar’s Office. Campus Connect should provide advisors access to most student records.
- The Personal Development course is required for all first-time full-time degree-seeking students.
- Provide a general overview of general education coursework and suggest an appropriate schedule including a combination of general education and/or major coursework.
- Monitor credit load and check academic progress periodically.
- Encourage appropriate level of campus involvement.
- Discuss college expectations, services, and resources.
- Discuss the advising relationship (benefits, expectations).
- Assist student in the establishment of preliminary goals. Some first-year students are undecided or will change their major. Goals must have a level of flexibility to accommodate the many changes first-year students endure.
- Send email correspondence to remind advisee of important dates and to build a level of rapport.

Beyond the First Year

- Develop a flexible academic plan.
- Encourage a sense of student connectedness through a variety of means. (Leadership opportunities, internships, community service, academic and student organizations)
- Create a connection between curriculum and career options.
- Discuss obstacles for program completion and career placement. (G.P.A. or assessment measures)
• Prepare student for employment (resume, references, and interviews). Refer to career/placement services.
• Prepare student to meet all graduation requirements and deadlines.

Transfer Students
Transfer students are often a population lost in the cracks of college life. Because the transfer student is viewed as a mature student who knows the ropes of college life, advisors may be quick to dismiss subtle signs of distress. Transfer students may be reluctant to reach out to advisors for assistance as they feel they should be able to manage college life. In reality, most transfer students may feel like “a fish out of water” and become quickly discouraged. The first meeting is crucial. Be certain that the transfer student has requested official transcript to be sent to ANC’s Registrar. Transfer student advising guidelines includes:
• Foster quick placement into an “academic home.”
• Extend a warm welcome to the advisee.
• Provide information on academic policies and general campus information.
• Treat as a mature student while still providing the information deemed pertinent to a new student.
• May need substantial contact during admit term.
• Review transfer hours.
• Clarify any misinformation or preconceived notions regarding transfer hours.
• Clarify that the evaluation of transfer work will be mailed when evaluation is complete.
• Brief student regarding transfer policies (i.e. G.P.A., transfer credit evaluations).
• Discuss the differences in two-year and four-year institutions.
• Encourage interaction with other students in a similar major.
• Create a working knowledge of general “transfer student pitfalls.”

Adult Students
An adult student is a student generally over age 25. However, students as young as 22 who have life circumstances dissimilar to that of a traditional-age college student are often categorized as adult learners. (i.e. children, full-time employment, spouse, dependents, etc..) Advising concerns are often unique. Advisors can assist adult student in overcoming barriers to successful completion of a degree. It is sometimes assumed that adult students have a much clearer educational goal than the traditional-age student. While this is sometimes true, it is not always the case. Sometimes adult students opt to return to college for lack of options in their personal life. One of the biggest factors adult students face is dealing with their multiple roles time constraints. Advising guidelines for the adult student include:
• Consider adult students may find that college is not a top priority nor is it a full-time occupation. They may inquire:
  ✓ Can I complete my degree in a timely fashion?
  ✓ Can I take all of my classes before 2:00 p.m.?
  ✓ Will all of the classes that I need be offered in the evening?
• Provide directives for adult students to brush up on essential study skills.
• Adult students may:
  ✓ Have a sense of urgency to finish a degree and have less patience with general requirements
  ✓ May be experiencing opposition from family and friends
  ✓ May be consumer-oriented as they are often paying bills.
  ✓ May bring “baggage” from past experiences into an educational setting.
• Advisors may note:
  ✓ Old placement scores may not adequately reflect current skill level. Refer the student or re-testing if appropriate.
  ✓ Strengths and experiences that older students bring to campus.
  ✓ Reason student is returning to college
• Adult students may want to know but may not inquire:
  ✓ Will I be the oldest person in my class?
  ✓ Will I be older than the faculty?
  ✓ Will I feel out of place making friends in class?
  ✓ Will I be employable when I complete my degree?

Students with Disabilities
Advisors from time to time may advise a student with a disability—physical, psychiatric or learning disability. Advisors may or may not be aware of a student’s disability. Stigmas often attached to disabilities may hinder a student’s desire to disclose such information. Lack of information or wrong information can account for some of the mishaps students with disabilities face in advising situations.

Advisors may find that secondary and postsecondary settings are quite different. The unstructured environment of higher education offers less stability to students who depend upon special services. While advisors may be used to offering students a new level of freedom, students with disabilities may require more hand holding.

Advisors should also be aware that each student with a disability is unique. Advisors should not shy away from inquiring about a student’s academic needs while in college. Students may need to take a reduced course load, a balance between the
level of difficulty among classes, or a combination of class length and frequencies. Advisors should be aware of the services available to students. Students requiring a special accommodation should be referred to Student Services Admissions Counselor, Johnny Moore.

**Under Prepared Students**
Under prepared students, i.e. students, whose assessment scores or high school G.P.A.’s are low, may require intrusive advising from the start. Advisors are wise to establish a quick rapport and initiate frequent visits thereafter. Under prepared students may become discouraged early on and are at risk to leave school. Study skills are essential.

**Advisors may:**
- Verify that the student has taken the Personal Development course. Suggest that the student take her basic coursework first as she develops her study techniques.
- Structure a schedule that includes some coursework that plays to the student’s strengths.
- Inform the student of academic support services and resources.
- Encourage the student to meet the faculty of each class.
- Encourage the student to return at the first sign of academic distress.
- Pair the student with a peer mentor, if available through the department.
- Assist the student with the development of basic study skills or refer to a department that can assist.
- Send an email, place a phone call, or send a note to establish a trusting relationship with advisee, especially during her first semester on campus.
- Do not assume that the student is not capable of college work.

**Students in Academic Distress**
Students on academic probation or suspension are the most in need of, yet least likely to seek out advising. Advisors find that these students seldom follow through on the advice received. Often students turn to advisors to calculate G.P.A.s, determine which classes should be repeated and determine what classes to take. Advising in these situations can be somewhat tricky. These students are in need of careful advising.

**Advisors may want to:**
- Explore with the student the cause for poor academic performance. (Lack of study skills, lack of availability, lack of commitment...)
- Continue to advise the student at regular intervals throughout the semester.
• Alert the student to programs, services, and resources that are available to assist him.
• Use the student advising form.

Undecided Student
The undecided student brings a unique set of circumstances to the advising forum. There are a number of reasons why students may arrive on campus yet to determine a major. Understanding these three reasons can be the key to guiding students down their own career path. Undecided advisees flourish best in a caring climate where they are comfortable in identifying problems associated with selecting a major.

Myths about the Undecided Student......True or False.

Undecided students are less prepared for college and are therefore more at risk than decided students.  
**False.** There is no research that links undecided student status to poor academic performance. However, undecided students are more prone to withdrawing from college as their relationship with coursework, peers, and faculty may seem arbitrary. Caring advisors can help foster a sense of connectedness with the institution. Advisors should gently nudge students towards a degree by the completion of their first year if appropriate. The longer a student persists before selecting a degree program the more likely she is to withdraw.

Undecided students are further behind the developmental stage of making career and educational decisions than decided students. 
**False.** Most undecided students are engaged in the normal developmental stage for making career and educational decisions. However, students may feel behind as many of their peers have selected a degree. Advisors can assist students to move quickly in the direction of selecting a major.

Students should get all of their general education requirements out of the way first. 
**False.** Some general education class selection is based upon a student’s major. Advisors can assist students as they navigate their general education selection.

Students have plenty of time to select a major. For the first year, it is better that they concentrate on their grades. 
**False.** Students and advisors should take selecting a major seriously. Some students are slow to make decisions and need to begin early. Furthermore, the sooner a student has found an academic home, the sooner she feels connected to her campus.
Picking a major is virtually picking a career. 
*False.* Students are often stuck in the decision making process as they believe each degree is linked directly to each occupation or lack of. For example, jobs in the humanities offer a wide variety of job placement.

**Assisting the Undecided:**

**STEP ONE:** Determine Why the Student is Undecided
- Lack of Independence in decision-making
- Lack of knowledge of the decision-making process
- Lack of information
- Multiplicity of interests
- Perceived or actual lack of ability
- Lack of interest
- Lack of knowledge regarding the connection between major(s) and occupational choice

**Possible Questions (self-exploration):**
- As far back as you can remember, what general careers have you thought of?
- What subjects did you enjoy in high school? Why?
- Did you participate in any extracurricular activities?
- Do you consider your strengths to lie in math/science, English, business etc…?
- What do you see as your limitations?
- Why are you in college
- What do you do in your spare time?
- What does a college degree mean to you?
- What type of lifestyle do you envision?
- If you could have the ideal job right now without attending college what would it be?

**Possible Questions (decision making):**
- Are you comfortable making decisions?
- How do you generally go about making a decision?
- Do you make decisions by yourself or do you consult family or friends?
- Can you make a decision without consulting others?

**Possible Questions (academic information):**
- What academic area are you considering?
- What are the similarities/differences in the academic areas you are considering?
- What do you know about these occupations?
- What type of employment do you see these majors leading to?
• How do your abilities and skills fit into these choices?

STEP TWO: Help Student to Organize a Plan (information-gathering)
• Refer student to the Testing Center for career assessment.
• Have student explore the general overview of the majors at ANC including the requirements.
• Have student create a list of questions to ask faculty, students, or Testing Center.
• Encourage student to take introduction classes within his college major.
• Review general education class work and see where a student’s strength lies.
• Have the student review the Sunday classifieds and circle jobs of interest.
• Student can conduct informational interviews with employers in one of their occupations of interest.
• Encourage student to explore career research on the Internet.

STEP THREE: Help Student to Integrate Information Collected
This is the step that most students find difficult. Effective advising is crucial. It is important to assess a student’s level of maturity in the decision making process. Some students may need guidance in order to pick realistic options. Others may lag behind, as they fear there is only one right choice.

STEP FOUR: Action Plan
To help students accomplish these steps in a timely fashion, help them to make an action plan.

High Ability Students
It is sometimes assumed that high ability students have already chosen a major and are well prepared for college. In fact, these students often struggle to select a degree because of their wide range of interests and abilities. These students may not have successfully developed study skills, as they have not had a need yet. High ability students may be sensitive to comments about academic ability.
IV. The Advising Session
Pages 32 – 36

Resources and Materials
Advising Appointments
Advising Tips
Scheduling Tips
Transcript Review
Initial Advising Session
Initial Advising Session Checklist
Follow-Up Advising Session Guidelines
IV. The Advising Session

The successful advising relationship can be a major factor in student retention. The advising relationship develops through the advisor’s knowledge and use of interpersonal skills, communication skills, and questioning skills. During the advisement session the advisors must use these interpersonal skills to build the student’s confidence and trust and keep the conversation moving and on target; this may include carefully asking open-ended questions and focusing on the student’s verbal as well as non-verbal clues. Each session should include a clear look at previous sessions, discussion of the present issues and concerns, and a distinct summary and follow-up plan for future actions. The advising sessions provide the advisor and student the opportunity to build relationships that will positively affect the student’s academic performance but also provide satisfaction with Arkansas Northeastern College.

Resources and Materials
In order to be an effective advisor appropriate advising resources and materials will need to be readily available. Access to available ANC resources to include new services, policies, and procedures are advantages as you prepare to meet with students and enhances the role of academic advisor. Advisors may keep documentation to include their assigned list of advisees, required advising and registration documents, and needed forms or access to online forms and documents. Much of the information needed during the advising session can be found online and at MyANC. Below is a list of the types of resources that may be needed during and advising session.

- A folder for every advisee including personal data and records of previous advising sessions
- College Catalogs current and from previous few years
- Student Handbook
- Semester Schedule
- Current Fee Sheet
- Registration forms
- Advising sheet of Placement Test scores
- Campus map
- A campus phone directory
- Current listings and locations of frequently used student services with names and phone numbers

Advising Appointments
Advising may take place in a classroom, hallway, or outside of the campus. Advisors need to watch their demeanor (e.g. hurried, unpleasant, impatient) anytime they are interacting with a student. Advisors may casually address student inquires while at the same time suggest that the student make an appointment during their office hours. Academic advising should be more than chatting between classes or approving a class schedule. It is again,
utilizing interpersonal skills, communication skills, and questioning skills to identify student barriers and develop collaborative goals and strategies to effect successful change. It is recommended to have at least one academic advising session per semester. However, there may be some advisees that require more than one advising session to address issues or barriers.

**Advising Tips**

- Before an advising session, take the time to review the previous advising documentation and the student’s current transcript/degree audit.
- Greet advisee by name
- Demonstrate a friendly and courteous demeanor
- Establish and maintain eye contact
- Allow the student to express their concerns
- Be aware of body language
- Reflect or paraphrase what the student has said
- Make sure that you have answered all questions
- Make sure the student understand their responsibilities as an advisee
- Encourage the student to check in or schedule a follow up appointment if they are having trouble
- Maintain thorough records and documentation

**Scheduling Tips**

- Create a schedule that establishes a balanced academic load, one which a student can succeed in. Consider workload, family responsibilities and past record of course completion.
- Discuss financial aid. Depending on each student’s case, some students will have to complete twelve or fifteen credited hours per semester. If student is uncertain, always refer student to the Financial Aid Office.
- Take additional time to help new students understand the registration process. Students should generally be aware of general education requirements, major requirements, and college requirements, but new students may not have this background.
- Determine appropriate class placement based on previous academic work, assessment scores, and student dialogue. High school transcripts and transfer work is available if requested from the Registrar’s office.
- Be aware of prerequisites and departmental course sequencing.
- When advising a student about an appropriate course load you should consider several factors, G.P.A., past term and overall course completion rates, types of courses under consideration, enrollment status, and family responsibilities.
Use the following illustration to determine a reasonable course load

____a. Estimate the number of hours you will be working or will be busy outside of school

____b. Compute the number of hours you will be in class each week.
   Formula (number of classes) X 3 hours per week

____c. Compute the number of hours you will need to study outside of class each week.
   Formula (Hours per week from step (b) X 2 study hours per week

____d. Add together the number of hours you have estimated in steps a, b, and c. This total is a rough estimate of the number of hours you will have committed each week for the semester.

To help the student judge how busy they will be during the semester, ask them to:

- Compare the total academic hours enrolled with the standard work week of 40 hours
- Adjust for estimated hours worked number of courses enrolled, and number of hours needed for studying.
- Use the following chart as another guide

<table>
<thead>
<tr>
<th>Work Hours</th>
<th>Academic Hours</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 Hours</td>
<td>6 Hours</td>
<td>2</td>
</tr>
<tr>
<td>30 Hours</td>
<td>9 Hours</td>
<td>3</td>
</tr>
<tr>
<td>20 Hours</td>
<td>12 Hours</td>
<td>4</td>
</tr>
<tr>
<td>0 Hours</td>
<td>15-18 Hours</td>
<td>5-6</td>
</tr>
</tbody>
</table>

Transcript Review—what to notice on a transcript

- Complete of required developmental courses
- Transfer work
- Earned hours vs. attempted hours
- Significant changes in G.P.A. per semester
- Classes that may be repeated for grade re-computation
- Classes that must be repeated to graduate
- Trends in types of classes a student is failing
- Trends in types of classes in which a student is showing excellence
- Incomplete grades
- Current academics and financial aid standing
- Course completion rate
- An abundance of coursework not linked to a certificate or degree
- Current probation statements are posed at the end of each academic term
Initial Advising Session Guidelines
The first or initial advising session with a new advisee is the “interview session”. The purpose of this session is to 1) verify student demographic information, 2) become acquainted with the advisee, and 3) assist with establishing academic goals and strategies that foster student success. It is important during the interview session to begin establishing rapport and discuss the importance of the advising relationship, benefits, and expectations.

Initial Advising Session Checklist:
- Determine the Advisee is in the correct place and has the correct major (Campus Connect)
  - A change of major will require Division Dean approval. Direct the student to the appropriate Dean for processing the change of major and re-assignment of an advisor.
- New Complete the Student Advisee Form in collaboration with the student (Advisor Resources)
  - Fill out the form for the student. This allows you to start a dialog with the student and to understand more about their academic situation. During this time you can ask questions that will assist in evaluating the student’s current situation and together develop their educational goals. A list of suggested questions is at the end of this section. Tip: Closed ended questions are used to gather information and open-ended questions promote discussion and open dialogue.
- Review placement scores and transcript (Campus Connect)
- Provide student a copy of the degree plan checklist and complete based on any previously earned college credit. Provide advisement on required and recommended course sequence, and pre-requisites and or co-requisites courses. Assist the student in planning ahead semester by semester. (Advisor Resources)
- Discuss course load and student’s outside work and responsibilities (Schedule Tips)
- Consider course selections from the degree/certificate plan and semester schedule of classes (Schedule)
- Ensure student understands how to read a schedule of classes (Schedule Tips)
- Review academic calendar and important dates with student (Catalog & Portal)
- Provide information sheet regarding the portal and web registration (Advisor Resources)
- Inform student of available resources and support services, such as tutoring, counseling, etc.
- Provide student contact information including office hours.
- Complete the Advising Registration Agreement and give the student a copy (Advisor Resources)
- If the student has 3 or more “high risk” factors, recommend a follow up advising session. Consider scheduling appointment by end of initial session.

NOTES:
Follow-Up Advising Session Guidelines:

- Verify the students major (Campus Connect)
  - A major change requires Divisional Dean approval. Direct the student to the appropriate Dean for processing the change of major and re-assignment of an advisor.
- Verify personal and demographic data and make any appropriate changes (Campus Connect)
- Engage student in open discussion. Determine if they have experienced any life changes that may impact reaching their educational goals.
  - If yes, assist student with developing a personal action plan with strategies for success.
  - The student may need a follow up appointment /counseling
- Inquire how well their current or previous semester of courses is going.
- Acknowledge positive results, good grades, etc.
- Check the transcript for previous semester’s grades – current academic status/G.P.A./check for incomplete grades (Campus Connect)
- Review progress and/or successful completion of developmental courses and prerequisite courses (Campus Connect and Catalog) Complete degree audit to check progress on meeting the requirements of the degree/certificate plan (Campus Connect)
  - Ensure courses are appropriate to degree plan and student is not enrolled in unrelated courses.
- Refer for appropriate support services as indicated, such as tutoring, counseling, etc.
- Discuss course load and student’s work and other responsibilities (Advisor Resources)
- Consider course selections from the degree/certificate plan and semester schedule of classes (Schedule)
- Verify student is cleared for web-registration or complete a manual registration form (Advisor Resources)
- Determine if student understands their course schedule (Advisor Resources)
- If the student is nearing degree/certificate completion run a degree audit and review their transcript (Campus Connect)
- If the student plans to complete a degree/certificate at the end of the semester, have the student fill out an Application for Graduation (Advisor Resources)

NOTES:
V. The Admission & Registration Process
Pages 38 – 40

Application Process
Registration Orientation
Placement Testing
Score Interpretation
Learning Assistance Center
Choosing a Major
Advising Session
Financial Aid
Business Office
Textbooks
Student Identification
Tour
KUDER Test
Program Information Sessions
V. The Admission & Registration Process

Application Process
New students begin the registration process by entering the ANC Student Services Office in Statehouse Hall. Special arrangements may be provided for Walk-In Registration that alter the admission intake process and will be announced by the Admissions Office prior to the scheduled registration.

ANC provides appropriate staff to greet and direct the student in the registration process. Students complete the: a) Admissions Application (if not submitted previously), b) Arkansas Authorization form (Act 605), and are given a reminder (with deadlines) on other required documents needed at time of registration (shot record, high school transcript, official transcript). Students have immediate access to computers to retrieve unofficial college transcripts for advising purposes, requesting official transcripts, Selective Service registration or verification, etc. The student is ready to begin the Registration Process.

Registration Orientation
New students will receive a Registration Routing Form that will guide them through the entire registration process. (The Registration Routing Form will be updated by Admissions and tailored to accommodate students during the various registrations scheduled through the academic year).

Next a Financial Aid representative will review the student’s financial aid status and provide appropriate guidance.

- If a student has not filed their FAFSA, an EOC representative will be available to review FAFSA requirements and set an appointment to complete electronically.
- If a student has all of his/her financial paperwork with them, EOC will file the FAFSA the same day.

The student is then directed to the appropriate area to view a ten minute ANC Registration Process video. After viewing the New Student Registration Orientation presentation, the student will be accompanied, to Placement Testing, if applicable.

Placement Testing

* Students will sign in and present a picture ID to an ANC staff member.
* After testing, staff will immediately load test scores.

Score Interpretation

- ANC staff members review scores with the student and discuss initial educational goals and plans.
- Staff members will direct the student based on score interpretation as follows:
  a. If a student needs two or more College Preparatory (CP) courses, he/she is guided to the ANC Learning Assistance Center (LAC). (See Learning Assistance Center on the next page).
  b. If student does not need LAC services, the student is directed to the appropriate dean/director/coordinator for major validation and advisor assignment.
  c. If student is unsure about his/her major, he/she can review the optional programming (KUDER, PROGRAM INFORMATION SESSIONS, etc.). Staff will direct students to this area for testing and ANC Program sessions or video review.
**Learning Assistance Center**

- If a student needs two or more CP courses, he/she will be directed to the LAC. The LAC Dean will assign an advisor for the student from the LAC faculty regardless of their chosen major.
- The LAC faculty advisors will meet with the student and provide academic advising, orientation to the LAC and register the student in the appropriate CP courses as required by the Placement Testing Scores entered in the system.
- LAC faculty/advisors will note the testing courses on the student’s Registration Routing Form and direct students to complete the registration/advising process.
- After enrolling in required CP courses, students who have decided on a major may choose to attend Information sessions or meet their future program faculty. Students will receive program information and degree planning guides from their LAC advisor and once required CP courses have been successfully completed, students will be assigned to a advisor from their chosen area of major.

**Choosing a Major**

- Students requiring no or only one CP course will be directed to the appropriate dean, director/coordinator of their chosen area of program major.
- **Deans/directors/coordinators will immediately email the student’s name and declared major and assigned advisor to:** advisor@smail.anc.edu. Degree will be loaded immediately for financial aid purposes.
- Assigned advisors will not be entered into the system until the end of the scheduled registration to provide faculty with advising rights throughout the registration dates.
- Dean/directors/coordinators will send the student to the assigned faculty advisor for schedule development. Remember all students that need two (2) or more courses with a CP prefix will go to the LAC for advising.

**Advising Session**

- The student will then meet with their appointed faculty advisor for the advising and determining a schedule. The advisor will run a Degree Audit to view any transfer credit already posted from official transcripts. After agreement of the course schedule the advisor will provide the student a copy of the completed Advising and Registration Form. Students are either enrolled by the faculty advisor or sent to the assigned Computer Lab for assistance with the on-line registration process.
- If faculty advisor has enrolled the student in their classes during the advising session it is recommended they print off a copy of the student’s account statement to the student. Please review the account statement for accuracy based on the courses added.
- The student is then directed based on the Registration Routing Form to their next step. Advisors are requested to review with the student the remaining important steps in completion of the registration process.
  - Financial Aid
  - Business Office
  - Bookstore
  - Student ID
**Financial Aid**
- Only students who have *incomplete* files will need to be directed to the Financial Aid office. This will be indicated by an F (for file) on the student’s Registration Routing Form checklist. Students will be direct to the NEXT STEP by the Financial aid office.
- Students not needing to see Financial Aid will then be directed to the Business Office for payment (B on registration form), then to the Bookstore.

**Business Office**
- Students who do not have sufficient financial aid to pay their entire balance will be directed to the Business Office to make payments or financial arrangements. This will be indicated on the student’s checklist.
- Student goes to the NEXT STEP as directed by the Business Office.

**Textbooks**
Students who have a completed their financial aid file, or who have taken appropriate actions in the business office will then be directed to the bookstore to purchase their textbooks. This will be indicated on the student’s checklist.

**Student Identification**
Students are encouraged to obtain their Student ID at the completion of the registration process. ANS Public Safety Office, D-5 (near The Bookstore) will be providing this service.

**Tour (Optional)**
Staff will be assigned to provide student tours of the ANC Campus. A student may request a tour at any time during the registration/advising process and may be directed to the Admissions Office for the campus tour. Campus Coordinators at ANC Extended Campus will provide tours as indicated to students who register at that designated campus. Maps are available on the web and various locations throughout the campus.

**KUDER Test (Optional)**
- Student will have the opportunity to take the KUDER test in assigned areas if they are completely undecided about what degree are program they are interested.
- Score interpretation will be provided by staff after completion of the KUDER.
- Student goes to NEXT STEP

**Program Information Sessions (Optional)**
Many ANC Programs may have live Program Information Sessions scheduled during new student registration or web based videos. Students are encouraged to attend or view as many sessions as they wish to assist in making the decision of choosing a program major and may do so at any time during the registration process.
VI. ANC Resource Directory
   Pages 42 - 43

ANC Student Resource Directory

Community Resource Directory
## Arkansas Northeastern College Student Resource Directory

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Location</th>
<th>Extension</th>
<th>Direct Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions/Registrar</td>
<td>Statehouse Hall</td>
<td>1103</td>
<td>838-2955</td>
</tr>
<tr>
<td>Adult Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td></td>
<td>1255</td>
<td>762-0510</td>
</tr>
<tr>
<td>Business Office</td>
<td>Administration Building</td>
<td>1135</td>
<td>762-3120</td>
</tr>
<tr>
<td>Career Pathways</td>
<td>Statehouse Hall</td>
<td>1045</td>
<td>838-2974</td>
</tr>
<tr>
<td>Computer Access</td>
<td>Statehouse Hall</td>
<td>1230</td>
<td>762-3189</td>
</tr>
<tr>
<td>Educational Talent Search</td>
<td>Wellness Center</td>
<td>1525</td>
<td>838-2961</td>
</tr>
<tr>
<td>Educational Opportunity Center (EOC)</td>
<td>Statehouse Hall</td>
<td>1109</td>
<td>838-2930</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Statehouse Hall</td>
<td>1160</td>
<td>762-3103</td>
</tr>
<tr>
<td>Library/Audio Visual/Production</td>
<td>Adams-Vine</td>
<td>1230</td>
<td>762-3189</td>
</tr>
<tr>
<td>Learning Assistance Center (LAC)</td>
<td>Adams-Vine</td>
<td>1242</td>
<td>762-3176</td>
</tr>
<tr>
<td>Outback Cafe</td>
<td>Administration Building</td>
<td>1414</td>
<td>780-1259</td>
</tr>
<tr>
<td>Security/Public Safety</td>
<td>Administration Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Help Desk</td>
<td>Administration Build B207</td>
<td>1207</td>
<td>780-1262</td>
</tr>
<tr>
<td>Student Services</td>
<td>Statehouse Hall</td>
<td>1103</td>
<td>838-2955</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>Adams-Vine</td>
<td>1118</td>
<td>838-2919</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>Statehouse Hall</td>
<td>1148</td>
<td>762-3186</td>
</tr>
<tr>
<td>Testing Center</td>
<td>Statehouse Hall</td>
<td>1161</td>
<td>762-3104</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>Briggs-Seabaough Wellness Center</td>
<td>1527</td>
<td>838-2999</td>
</tr>
</tbody>
</table>
Community Resource Directory

Coming Soon
VII. Technology in Advising & Registration Process
Pages 45 – 54

Advising Using myANC
The Add/Drop Link
Advisor Links
Enroll Student
Course Availability
Demographic Information
Degree Audit
View Grades
Account Status
View Hold Information
Transcripts
VII. Technology in Advising & Registration Process

Advising Using myANC
Advisors at ANC are provided access to the student’s academic records through the Campus Connect tab within the myANC portal. The Student’s academic records are confidential and should be maintained in accordance with regulations regarding privacy. Each advisor is responsible for the security of their login credentials. Advisors may have access to this information because they are representatives of the College who have a legitimate educational interest in the student. This information is to be used solely for the purpose of assisting the student to plan a course of study and meet course and degree/certificate requirements. This access is provided as a tool to provide advisors with current and accurate information on each student’s academic progress. This information may not be shared with a third part. Any printed documents containing personally identifiable information should be maintained in a secure file or shredded. Advisors will only be able to advise those students that have been assigned as their advisees. Deans and department heads can advise all students.

To advise students, select the Campus Connect tab. You will see screen similar to that shown in the screenshot below. Screens and the number of tabs available to you depend on the rights that you have within the system.
Advisor’s Link
Enter a student’s ID or last name in the text box below in the Advisor Links window.

The Add/Drop link shown below is only available during registration. An advisor can view a student’s account status, class schedule, grade report, course availability, and unofficial transcripts. Demographic information can be updated and the advisors can degree shop with the student. Some information is not available for viewing if a student is on any type of hold such as an academic or business office hold. If a student is on hold and option to view the hold information will be available. If a student is on hold, direct the student to the office that has the student on hold. The hold will need to be cleared before the student can register.
Below are screenshots of the options listed in the **Campus Connect Advisor Links** shown above but not necessarily in the same order. Most are self explanatory. Select the term and the appropriate department of the course in which the student will enroll.
Add the student to the selected course by clicking the add button.

You are currently enrolled in the following courses for FALL 2010. (Term: 111S)

You are not currently enrolled in any courses for FALL 2010. (Term: 111S)

AC courses available for FALL 2010 (Term: 111S)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Term Code</th>
<th>Course Title</th>
<th>Meeting Days</th>
<th>Start Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC-21003A</td>
<td>111S</td>
<td>PRINC OF ACCTG I</td>
<td>M W</td>
<td>09:25AM</td>
<td>B108</td>
<td>Besharse, S</td>
<td>3.00</td>
</tr>
<tr>
<td>AC-21003S</td>
<td>111S</td>
<td>PRINC OF ACCTG I</td>
<td>M</td>
<td>06:25PM</td>
<td>B108</td>
<td>Besharse, S</td>
<td>3.00</td>
</tr>
<tr>
<td>AC-21013A</td>
<td>111S</td>
<td>PRIN ACCOUNTING II</td>
<td>M W</td>
<td>12:15PM</td>
<td>C111</td>
<td>Staff</td>
<td>3.00</td>
</tr>
<tr>
<td>AC-21053S</td>
<td>111S</td>
<td>INCOME TAX PREP</td>
<td>H</td>
<td>06:25PM</td>
<td>B108</td>
<td>Staff</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Legend:
- Cancelled: This course is no longer being offered.
- Closed: This course has no open seats. You must get permission to enroll in this course.
Confirm the courses for which you have enrolled the student. **A drop option** is available if you need to make a change.

**Add / Drop Courses**

You are currently enrolled in the following courses for FALL 2010 (Term: 111S)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Term Code</th>
<th>Course Title</th>
<th>Meeting Days</th>
<th>Start Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td>PRINC OF ACCTG I</td>
<td>M W</td>
<td>09:25AM</td>
<td>B108</td>
<td>Besharse, S</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.00

**AC courses available for FALL 2010 (Term: 111S)**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Term Code</th>
<th>Course Title</th>
<th>Meeting Days</th>
<th>Start Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC-21003A</td>
<td>111S</td>
<td>PRINC OF ACCTG I</td>
<td>M W</td>
<td>09:25AM</td>
<td>B108</td>
<td>Besharse, S</td>
<td>3.00</td>
</tr>
<tr>
<td>AC-21003S</td>
<td>111S</td>
<td>PRINC OF ACCTG I</td>
<td>M</td>
<td>06:25PM</td>
<td>B108</td>
<td>Besharse, S</td>
<td>3.00</td>
</tr>
<tr>
<td>AC-21013A</td>
<td>111S</td>
<td>PRIN ACCOUNTING II</td>
<td>M W</td>
<td>12:15PM</td>
<td>C111</td>
<td>Staff</td>
<td>3.00</td>
</tr>
<tr>
<td>AC-21053S</td>
<td>111S</td>
<td>INCOME TAX PREP</td>
<td>H</td>
<td>06:25PM</td>
<td>B108</td>
<td>Staff</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Legend:
- **Cancelled** This course is no longer being offered.
- **Closed** This course has no open seats. You must get permission to enroll in this course.

The **“Course Availability” option** shows the courses available for the selected term.

**Course Availability**

Please select from the following options:

- SPRING 2010
- Summer I 2010
- Summer II 2010
- FALL 2010
- Accounting
- Agriculture
- Air Conditioning
- Allied Health
- Anthropology
The “Demographic Info” option allows the advisor to change demographic information and view a student’s test scores.

An advisor can view a student’s class schedule for a specific term.
Degree Audit allows the advisor to see courses the student has completed and the courses that a student still needs to take to complete the degree program.
The account status shows if a student has an outstanding balance. A student that has a balance from a previous semester may be on a business office hold.

**Account Status**

<table>
<thead>
<tr>
<th>CODE</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>55999</td>
<td>06/30/2010</td>
<td>06302010 Roll Balance</td>
<td>$350.00</td>
</tr>
<tr>
<td>11003</td>
<td>07/01/2010</td>
<td>Tuition In-County</td>
<td>$112.00</td>
</tr>
<tr>
<td>1203</td>
<td>07/01/2010</td>
<td>Registration Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>12203</td>
<td>07/01/2010</td>
<td>technology fee</td>
<td>$36.00</td>
</tr>
<tr>
<td>62000</td>
<td>07/01/2010</td>
<td>TAXES</td>
<td>$13.11</td>
</tr>
<tr>
<td>70000</td>
<td>07/02/2010</td>
<td>Pell-Pell</td>
<td>$6.00</td>
</tr>
<tr>
<td>70015</td>
<td>07/02/2010</td>
<td>Defer-VIA/NAFTA TAA/UTA</td>
<td>$6.00</td>
</tr>
<tr>
<td>11003</td>
<td>07/04/2010</td>
<td>Tuition In-County</td>
<td>$155.00</td>
</tr>
<tr>
<td>11003</td>
<td>07/05/2010</td>
<td>Tuition In-County</td>
<td>$155.00</td>
</tr>
<tr>
<td>12203</td>
<td>07/07/2010</td>
<td>technology fee</td>
<td>$18.00</td>
</tr>
<tr>
<td>12203</td>
<td>07/08/2010</td>
<td>technology fee</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

Net Balance = $855.11

**ANC REFUND POLICY FOR 2010 SPRING TERM**
LAST DAY FOR 100% REFUND—JANUARY 25, 2010 THEREAFTER 0%

YOU MUST WITHDRAW THROUGH COUNSELING TO REVERSE CHARGES!!!
ENROLL IN SECOND 8 WEEK COURSES HAVE 1 WEEK FROM FIRST DAY OF CLASS TO DROP FOR 100% REVERSAL OF TUITION AND FEES

An advisor can view grade reports for previous semesters.

![Grade Report](image)

* - Alternate/Graduate Level Course

Select Another Term
The “View Hold Information” option shows if a student is on hold and which office has the student on hold.

<table>
<thead>
<tr>
<th>Student Holds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This student is currently on the following hold(s)</strong></td>
</tr>
<tr>
<td>Business Office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The following options have been disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unofficial Transcript</td>
</tr>
</tbody>
</table>

Notice in the screenshot below that a transcript of a student who is on hold will not display. Another screenshot shows a partial view of a transcript of a student who is not on hold.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Grade</th>
<th>Credits</th>
<th>Attempt</th>
<th>Earned</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT11003</td>
<td>BEG KEYBOARDING</td>
<td></td>
<td>3.00</td>
<td>6.00</td>
<td>0.00</td>
<td>12.00</td>
</tr>
<tr>
<td>CS11033</td>
<td>COMPUTER FUND</td>
<td></td>
<td>3.00</td>
<td>6.00</td>
<td>0.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**Summer Term I 2004**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Grade</th>
<th>Credits</th>
<th>Attempt</th>
<th>Earned</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN12003</td>
<td>ENGLISH COMP I</td>
<td>A</td>
<td>3.00</td>
<td>6.00</td>
<td>0.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**Spring Semester 2005**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Grade</th>
<th>Credits</th>
<th>Attempt</th>
<th>Earned</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE17112</td>
<td>FITNESS FOR LIFE</td>
<td>A</td>
<td>2.00</td>
<td>6.00</td>
<td>0.00</td>
<td>12.00</td>
</tr>
<tr>
<td>PE17121</td>
<td>WALKING/FITNESS</td>
<td>A</td>
<td>1.00</td>
<td>6.00</td>
<td>0.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**Summer Term I 2005**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Grade</th>
<th>Credits</th>
<th>Attempt</th>
<th>Earned</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN12013</td>
<td>ENGLISH COMP II</td>
<td>A</td>
<td>3.00</td>
<td>6.00</td>
<td>0.00</td>
<td>12.00</td>
</tr>
</tbody>
</table>
VIII. Financial Aid Guidelines
Pages 56 – 60

Advisors Guide to Financial Aid

Types of Financial Aid 2011-12
  Federal Financial Aid
  State Financial Aid
  Third Party Financial Assistance - Billable & Sponsored Scholarships
  ANC Scholarships & Waivers
VIII. Advisors Guide to Financial Aid

Did You Know?
Nearly 70% of ANC students receive some type of financial assistance. The Office of Student Financial Aid administers various federal, state, third party, and college aid programs to help students finance their education. We process nearly 50 different financial aid programs for our students and advise students and their families on financial aid related issues. Some of these issues include:

* program eligibility (CP’s, Certificates, AAS, AS, AA)
* degree course requirements (fund only courses required for program of study)
* online course eligibility or limitations
* repeat course funding eligibility
* state demand list eligibility
* minimum enrollment requirements
* minimum G.P.A. requirements
* satisfactory academic progress
* ability to benefit
* stacking policies
* enrollment verification
* schedule changes affecting funding eligibility
* continuous enrollment requirements
* program activation requirements
* application deadlines
* fund repayment requirements (academic F versus non-attendance F)
* financial aid program specific criteria such as age, residency, selective service, U.S. citizen, etc.

Things to Remember
The Financial Aid process can be intimidating and is often complicated as students are receiving multiple types of assistance -- each with its own set of initial eligibility and continuing eligibility criteria. Therefore every time a student:

* enrolls during a registration period
* changes a course schedule (at any time)
* drops/adds a course (during the refund period)
* withdraws from a course (after the certification date)
* repeats a course (below the grade of C)
* changes a degree (maximum hours/weeks to be funded)
* enrolls in a course not required for their program of study
* changes enrollment status (full-time, 3/4 time, 2 time, less than 2 time)

Eligibility for each type of aid received must be reviewed for deferment, payment, and/or continued eligibility - EVERY TIME any of the above occurs. Eligibility is determined by reviewing financial aid program specific eligibility criteria such as:
*approved program of study
*approved contract
*degree audit verifying course requirement
*online course eligibility
*repeat funding eligibility
*other eligibility criteria such as - selective service, U.S. citizen, Arkansas resident, age, G.P.A., high school course completion, SAP, continuous enrollment, overpayment, default, tax filing status accuracy, etc.

These processes are very labor intensive for staff and time sensitive for our students as funding maybe reduced or canceled as a result of changing a major, dropping a course, or enrolling in a course not required for their degree. This is why it is imperative that a student visits with Financial Aid prior to making any change that may affect eligibility.

We Need Your Help

Because nearly 70% of ANC students receive some financial assistance, it is imperative that a student visits with Financial Aid prior to making any change that may affect eligibility.
Most financial aid resources require students to complete the FAFSA - a Federal form which determines a student’s eligibility for Federal aid, determines dependency status, Expected Family Contribution, and establishes eligibility for need-based or non-need based aid. In 2010-11, the three (3) Financial Aid staff members processed over 5,800 FAFSA transactions for nearly 3300 students. In 2011-12, 3858 ISIRS have been processed for 2508 students. The most common types of financial aid include the following:

<table>
<thead>
<tr>
<th>Program</th>
<th>Min. Hours</th>
<th>Max Hours</th>
<th>GPA Req.</th>
<th>Course Completion</th>
<th>HS Core Req.</th>
<th>Dev. Ed. Limits</th>
<th>Degree Req.</th>
<th>Other</th>
<th>Stackable (not to exceed unmet need)</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell</td>
<td>1 plus hrs Award is prorated</td>
<td>18 FT Semester and complete w/in 150% of Degree/Cert.</td>
<td>Academic Standards</td>
<td>No</td>
<td>75%</td>
<td>No</td>
<td>30 hrs</td>
<td>Eligible Program</td>
<td>Entitlement</td>
<td>$5,550</td>
</tr>
<tr>
<td>FSEOG</td>
<td>1 hr</td>
<td>Academic Standards</td>
<td>No</td>
<td>75%</td>
<td>No</td>
<td>30 hrs</td>
<td>Eligible Program</td>
<td>Pell Eligible</td>
<td>Yes</td>
<td>$400</td>
</tr>
<tr>
<td>DOL Grants</td>
<td></td>
<td>Academic Standards</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td>Ren. Energy / Aerospace</td>
<td>FAFSA</td>
<td>Yes</td>
<td>T,F,M,B</td>
</tr>
<tr>
<td>Pathways</td>
<td></td>
<td>2.0</td>
<td>No</td>
<td>No</td>
<td>Demand Occup.</td>
<td>FAFA</td>
<td>No</td>
<td>After other resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSS Grant</td>
<td></td>
<td>2.0</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td>FAFSA</td>
<td>Yes</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>TAA -</td>
<td>12 hrs req.</td>
<td>Approved Contract - wks of eligibility</td>
<td>2.0</td>
<td>Yes</td>
<td>Repeats not funded - wks</td>
<td>No</td>
<td>within contract</td>
<td>Demand Occup.</td>
<td>FAFSA</td>
<td>Yes</td>
</tr>
<tr>
<td>VA Voc Rehab</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>req.</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>T,F,M,B,S</td>
</tr>
<tr>
<td>VA Ed. Benefits</td>
<td>Prorated</td>
<td>Academic Standards</td>
<td>Yes - Ch. 33</td>
<td>No</td>
<td>yes</td>
<td>Approved Program</td>
<td>Yes</td>
<td>T,F,M,B,S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocation Rehab.</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>req.</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>T,M,B</td>
</tr>
<tr>
<td>WIA</td>
<td>12 hrs (if offered)</td>
<td>2.0</td>
<td>No</td>
<td>Repeats not funded</td>
<td>No</td>
<td>0</td>
<td>Demand Occup.</td>
<td>FAFSA</td>
<td>Yes</td>
<td>T,M</td>
</tr>
<tr>
<td>Program</td>
<td>Min. Hours</td>
<td>Max Hours</td>
<td>GPA Req.</td>
<td>Online Limits</td>
<td>SAP Standards</td>
<td>HS Core Req.</td>
<td>Dev. Ed. Limits</td>
<td>Degree Req.</td>
<td>Other</td>
<td>Stackable (not to exceed unmet need)</td>
</tr>
<tr>
<td>----------------------------------------------</td>
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<td>--------------------------------------</td>
</tr>
<tr>
<td>AR. Challenge Part 1 (before Fall 2010)</td>
<td>12 hrs Fall 15 hrs thereafter</td>
<td>130 hrs</td>
<td>2.75 cum</td>
<td>No</td>
<td>27 hrs 1 yr</td>
<td>Yes</td>
<td>No</td>
<td>AA or RN</td>
<td>Literacy Tutor Option &amp; FAFSA</td>
<td>Yes</td>
</tr>
<tr>
<td>AR. Challenge Part 2 (begin Fall 2010 &amp; after)</td>
<td>12 hrs Fall 15 hrs thereafter</td>
<td>66 hrs @ 2 yr college 130 hrs @ 4 yr college in 8 semesters</td>
<td>2.5 cum</td>
<td>No</td>
<td>30 hrs each year thereafter Continuous enrollment</td>
<td>Yes</td>
<td>Complete within 1st 30 hrs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AR Go Grant</td>
<td>6 hrs</td>
<td>4 years</td>
<td>2.0 cum</td>
<td>No</td>
<td>75%</td>
<td>No</td>
<td>No</td>
<td>AA or RN</td>
<td>FAFSA</td>
<td>Yes</td>
</tr>
<tr>
<td>AR GTIP - National Guard Tuition Incentive Program</td>
<td>1 hr</td>
<td></td>
<td></td>
<td>No</td>
<td>Submit Transcript</td>
<td>No</td>
<td>No</td>
<td>FAFSA</td>
<td>Yes</td>
<td>T,F,M not to exceed $4500/yr</td>
</tr>
<tr>
<td>WIG Grant</td>
<td>3 hrs</td>
<td>Academic Standards</td>
<td>No</td>
<td>75%</td>
<td>No</td>
<td>No</td>
<td>Eligible Program</td>
<td>Pell Eligible 24 &amp; older</td>
<td>No</td>
<td>T,M less Pell</td>
</tr>
</tbody>
</table>

### Third Party Financial Assistance - Billable & Sponsored Scholarships

<table>
<thead>
<tr>
<th>Program</th>
<th>Min. Hours</th>
<th>Max Hours</th>
<th>GPA Req.</th>
<th>Online Limits</th>
<th>SAP Standards</th>
<th>HS Core Req.</th>
<th>Dev. Ed. Limits</th>
<th>Degree Req.</th>
<th>Other</th>
<th>Stackable (not to exceed unmet need)</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nucor Depend.</td>
<td>2.0 / sem</td>
<td>6 hrs / sem</td>
<td>75%</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Pell</td>
<td>No</td>
<td>Less all resources</td>
<td></td>
</tr>
<tr>
<td>EOC</td>
<td>No</td>
<td>75%</td>
<td>No</td>
<td>No</td>
<td>Early Childhood</td>
<td>Pell</td>
<td>No</td>
<td>Less Pell</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Program</td>
<td>Min. Hours</td>
<td>Max Hours</td>
<td>GPA Req.</td>
<td>Online Limits</td>
<td>SAP Standards</td>
<td>HS Core Req.</td>
<td>Dev. Ed. Limits</td>
<td>Degree Req.</td>
<td>Other</td>
<td>Stackable (not to exceed unmet need)</td>
<td>Funds</td>
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<tr>
<td>Act 678</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>60+ yrs old</td>
<td>Yes</td>
<td>ICT,M</td>
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<tr>
<td>ANC Foundation</td>
<td>Prorated</td>
<td>Apply Annually</td>
<td>2.5 / sem</td>
<td>No</td>
<td>75%</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>ICT, M</td>
<td></td>
</tr>
<tr>
<td>Bot - Technical</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Technical Certificate</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>LEP Waiver</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Criminal Justice</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Quiz Bowl</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>ICT,M</td>
<td></td>
</tr>
<tr>
<td>Staff Waiver</td>
<td>9 hrs / semester</td>
<td>Academic Standards</td>
<td>3.0 / cum</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>ICT, OCT, F, M</td>
<td></td>
</tr>
<tr>
<td>Staff Depend. Waiver</td>
<td>62 hrs maximum</td>
<td>Academic Standards</td>
<td>3.0 / cum</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Tax Return Dep/Spouse</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Tops</td>
<td></td>
<td>30 hrs</td>
<td>2.0 / sem</td>
<td>No</td>
<td>75%</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>ICT, M</td>
<td></td>
</tr>
<tr>
<td>PST - Public School Teachers</td>
<td>4 hrs / semester</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>NA</td>
<td>County Limits</td>
<td>Yes</td>
<td>ICT, OCT, M</td>
<td></td>
</tr>
</tbody>
</table>

Key:

- FT = Full Time
- ICT = In-County Tuition
- HR = Hours
- OCT = Out of County Tuition
- F = Fees
- M = Mandatory Fees
- B = Books
- S = Supplies

For Direct Billed Programs: ICT = In-County Tuition

OCT = Out of County Tuition

F = Fees

M = Mandatory Fees

B = Books

S = Supplies
IX. Business Office Guidelines
Pages 62 – 63

Business Office Hours of Operation

Student Billing Policy
IX. Business Office Guidelines

Business Office Hours of Operation & Guidelines
The Arkansas Northeastern College Business Office is located in the Paul Sullins Administration Building in the A Concourse and is open for operations Monday – Friday from 8:00 am – 4:30 pm. The Business Office has extended hours of operation during all scheduled walk-in registrations to accommodate students during the posted scheduled times for registration.

Students are asked to enter the Business Office in a professional manner. To ensure individual and efficient service, only two students at a time are requested to enter the Business Office at a time.

Students are requested to have any required financial deferments, scholarship award deferments, etc. when they arrive at the Business Office.

Student Billing Policy
Upon completion of registration, a student acknowledges the financial responsibility commitment for all associated tuition and related fees. Fees are payable at the time of registration each term. A complete schedule of tuition, fees, and refund schedule by semester are published in the current college catalog and the college website. Registration is considered complete when a payment or a deferment is entered on the student account in the Business Office. Any unpaid charges may be subject to collection agency fees, attorney fees, or state income tax attachment (Act 372 of 1983 as amended).

Any outstanding balance will place a student on financial hold. This will prevent a student from accessing academic records on Campus Connect or My ANC (the college website), bar the student from registration, and will prevent the student from receiving an official transcript.

Students can view their account on the college website using the following links: Student Campus Connect, Log in using student ID and pin number, click drop down – student Information. Choose Pay/Review Account. Payments can be made at the Business Office Monday through Friday during the hours of 8:00 a.m. - 4:30 p.m. or online by credit card. ANC accepts cash, checks, credit cards, (American Express, Visa, MasterCard, Discover/Novus), and debit cards backed by a credit card company. Payments can be mailed to the following address:

Arkansas Northeastern College
Business Office
P.O. Box 1109
Blytheville, AR 72316-1109
Debit and credit card payments may be made by calling the Business Office at (870) 762-3120.

An installment payment plan is available upon request. Fall and Spring semester tuition and fees may be divided into three payments, the first payment due upon registration. The summer terms may be divided into two payments, the first payment due upon registration. The student will be required to sign an installment agreement clearly stating the payment due dates. At the present time no additional fee is charged for late payments. If a student can provide proof of current Financial Aid from another institution of higher education, a 45-day deferment may be granted.

If a student has not made the payment of tuition and fees, or submitted a deferment to the Business Office, before the 11th day of class for Spring/Fall or before the 6th day of class for Summer semesters, they will be administratively withdrawn from all classes.
X. Degree Plans, Program Requirements & Tips for Advisement

Refer ANC Advising Tab
XI. Appendix
Pages 67 – 73

Forms Included:

- Advising Based on ACT, COMPASS & ASSET Scores
- Initial Advising Session Guidelines and Checklist
- Follow-Up Advising Session Guidelines
- Advising and Registration Form
- Manual Advising and Registration Form
- Course and College Withdrawal Process
- Course and College Withdrawal Form
Advising Based on ACT, COMPASS & ASSET Scores

**READING**

Academic Advising guidelines for Reading are as follows:

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-13</td>
<td>0-60</td>
<td>23-34</td>
<td>College Reading Skills</td>
</tr>
<tr>
<td>14-18</td>
<td>61-81</td>
<td>35-42</td>
<td>Advanced Reading Skills</td>
</tr>
<tr>
<td>19+</td>
<td>82+</td>
<td>43+</td>
<td>No Reading Skills Required</td>
</tr>
</tbody>
</table>

**WRITING**

Academic Advising guidelines for Writing are as follows:

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-13</td>
<td>0-41</td>
<td>23-37</td>
<td>College Writing Skills</td>
</tr>
<tr>
<td>14-18</td>
<td>42-74</td>
<td>38-44</td>
<td>Fundamentals of Composition</td>
</tr>
<tr>
<td>19+</td>
<td>75+</td>
<td>45+</td>
<td>English Composition I</td>
</tr>
</tbody>
</table>

**MATHEMATICS**

Academic Advising guidelines for Mathematics are as follows:

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS Pre-Algebra (Test Type P)</th>
<th>COMPASS Algebra (Test Type A)</th>
<th>ASSET Numerical</th>
<th>ASSET Intermediate Algebra</th>
<th>RECOMMENDATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>0-39</td>
<td>0-21</td>
<td>23-39</td>
<td></td>
<td>Basic Math Skills</td>
</tr>
<tr>
<td>16-17</td>
<td>40+</td>
<td>22-33</td>
<td>40-45</td>
<td></td>
<td>Beginning Algebra, Applied Math, Technical Math, Math for Health Science</td>
</tr>
<tr>
<td>18-20</td>
<td>34-52</td>
<td>0-38</td>
<td>39+</td>
<td></td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>21+</td>
<td>53+</td>
<td></td>
<td></td>
<td></td>
<td>College Algebra, Math for Business/Technical</td>
</tr>
<tr>
<td>25+</td>
<td>70+</td>
<td></td>
<td></td>
<td></td>
<td>Plane Trigonometry</td>
</tr>
</tbody>
</table>

**Ability-To-Benefit Test Scores**

US Department of Education requirements for Ability-to-Benefit are as follows:

<table>
<thead>
<tr>
<th>Test</th>
<th>Reading</th>
<th>Writing</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPASS</td>
<td>62</td>
<td>32</td>
<td>25 (pre-algebra)</td>
</tr>
</tbody>
</table>

*ACT.org effective July 1, 2011*

**PLEASE NOTE:** Student must take and pass **ALL** portions of the test on the **SAME DAY**.
If the student does not pass all portions of the test, he/she must re-test after 60 days on **ALL** portions.
Initial Advising Session Guidelines

The first or initial advising session with a new advisee is the “interview session”. The purpose of this session is to 1) verify student demographic information, 2) become acquainted with the advisee, and 3) assist with establishing academic goals and strategies that foster student success. It is important during the interview session to begin establishing rapport and discuss the importance of the advising relationship, benefits, and expectations.

Initial Advising Session Checklist:

- Determine the Advisee is in the correct place and has the correct major (Campus Connect)
  - A change of major will require Division Dean approval. Direct the student to the appropriate Dean for processing the change of major and re-assignment of an advisor.

- New Complete the Student Advisee Form in collaboration with the student (Advisor Resources)
  - Fill out the form for the student. This allows you to start a dialog with the student and to understand more about their academic situation. During this time you can ask questions that will assist in evaluating the student’s current situation and together develop their educational goals. A list of suggested questions is at the end of this section. Tip: Closed ended-questions are used to gather information and open-ended questions promote discussion and open dialogue.

- Review placement scores and transcript (Campus Connect)

- Provide student a copy of the degree plan checklist and complete based on any previously earned college credit. Provide advisement on required and recommended course sequence, and pre-requisites and or co-requisites courses. Assist the student in planning ahead semester by semester. (Advisor Resources)

- Discuss course load and student’s outside work and responsibilities (Schedule Tips)

- Consider course selections from the degree/certificate plan and semester schedule of classes (Schedule)

- Ensure student understands how to read a schedule of classes (Schedule Tips)

- Review academic calendar and important dates with student (Catalog & Portal)

- Provide information sheet regarding the portal and web registration (Advisor Resources)

- Inform student of available resources and support services, such as tutoring, counseling, etc.

- Provide student contact information including office hours.

- Complete the Advising Registration Agreement and give the student a copy (Advisor Resources)

- If the student has 3 or more “high risk” factors, recommend a follow up advising session.
  Consider scheduling appointment by end of initial session.

NOTES:
Follow-Up Advising Session Guidelines
Check-List

Verify the students major (Campus Connect)
- A major change requires Divisional Dean approval. Direct the student to the appropriate Dean for processing the change of major and re-assignment of an advisor.
- Verify personal and demographic data and make any appropriate changes (Campus Connect)
- Engage student in open discussion. Determine if they have experienced any life changes that may impact reaching their educational goals.
  - If yes, assist student with developing a personal action plan with strategies for success.
  - The student may need a follow up appointment /counseling
- Inquire how well their current or previous semester of courses is going.
- Acknowledge positive results, good grades, etc.
- Check the transcript for previous semester’s grades – current academic status/GPA/check for incomplete grades (Campus Connect)
- Review progress and/or successful completion of developmental courses and prerequisite courses (Campus Connect and Catalog) Complete degree audit to check progress on meeting the requirements of the degree/certificate plan (Campus Connect)
  - Ensure courses are appropriate to degree plan and student is not enrolled in unrelated courses.
- Refer for appropriate support services as indicated, such as tutoring, counseling, etc.
- Discuss course load and student’s work and other responsibilities (Advisor Resources)
- Consider course selections from the degree/certificate plan and semester schedule of classes (Schedule)
- Verify student is cleared for web-registration or complete a manual registration form (Advisor Resources)
- Determine if student understands their course schedule (Advisor Resources)
- If the student is nearing degree/certificate completion run a degree audit and review their transcript (Campus Connect)
- If the student plans to complete a degree/certificate at the end of the semester, have the student fill out an Application for Graduation (Advisor Resources)

NOTES:
Arkansas Northeastern College
Advising & Registration Form

Name _____________________________ ID _________________________ Date________________
Address: City ______________________________ State _______ County ______________ Zip Code _____________
Academic Division/Department ____________________________ Sem./Year _____________________

Please check all that apply:
_____ New Student (Never enrolled at ANC)  _____ First Year Student (Less than 30 credits)
_____ Re-admitted (Not enrolled in last year)  _____ Second Year Student (greater than 30 credits)
_____ Returning Student (Enrolled in last year)  _____ Transfer Student (Credit from another college)

Special Considerations /Potential risk factors (Check all that apply):
_____ Unreliable Transportation    _____Child Care Concerns     _____No computer at Home
_____ Financial Issues      _____Physical &/or Psychosocial Concerns      _____ESL     _____Current GPA
_____ Academic Probation       _____ Two or more CP Courses       _____ Other factors impacting student success:
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Academic Goals (Two – three achievable goals):
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Advising Notes (Strategies for success):
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Major: __________________________________________ Degree Plan ______ Next Advising Session ______________

<table>
<thead>
<tr>
<th>Dept. Prefix</th>
<th>Course Number</th>
<th>Sect.</th>
<th>Course Title</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

Student’s Signature ___________________________________________ Date __________________________

Advisor’s Signature ___________________________________________ Date __________________________
Arkansas Northeastern College
Manual Registration Form

Name _________________________________________ ID # _______________________________

Semester/Year _____________________ Advisor’s Signature _________________________________

<table>
<thead>
<tr>
<th>Dept. Prefix</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
</tr>
</thead>
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Student’s Signature ________________________________ Date __________________________

Revised 11-2010

Arkansas Northeastern College
Manual Registration Form

Name _________________________________________ ID # _______________________________

Semester/Year _____________________ Advisor’s Signature _________________________________

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<tr>
<th>Dept. Prefix</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Time</th>
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Student’s Signature ________________________________ Date __________________________
Course and College Withdrawal Process
Advisor Checklist

**Students on financial aid of any kind or scholarships must check with Financial Aid before beginning this process. The student will be counseled regarding the affect dropping the course will have on current and future funding. The student will then proceed as follows:**

**Step 1: Course Instructor**
Meet with course Instructor to validate need to drop/withdraw. A student may learn that he/she does not need to drop the course. Also, the instructor may discuss strategies for success in the course the next time the student enrolls. After instructional advisement session, the instructor will confirm the form is correct and initiate the Withdrawal form and complete as indicated.

If student is withdrawing from all course/college the Instructor will request student meet with the division dean, director and/or coordinator for exit interview, advisement and signing of the Withdrawal Form.

**Step 2: Department Advisor**
Meet with assigned Advisor and discuss encountered barriers for course success. Students may express reasons for course withdrawal and action steps necessary for future success. Talk about tutoring, prerequisites, etc. Document and or reaffirm the reason for dropping the course and make any necessary referrals to assist the student and sign the form.

If student is withdrawing from all course/college the Advisor will request student meet with the division dean, director and/or coordinator for exit interview, advisement and signing of the Withdrawal Form.

**Step 3: Registrar’s Office**
The Registrar’s Office will officially withdraw students from their course(s). Students that withdrawal from course(s) within the first 10 days of a regular semester or the first 5 days of a summer term will not appear on the student record or transcript. Students withdrawing after this time through the approved last day to withdraw will receive a W (withdrew) for the course and it will appear on the student’s transcript.

**Step 4: Business Office**
Business office personnel will ensure that students have successfully withdrawn from the course and issue a current printout of the student’s account.
Arkansas Northeastern College
Course & College Withdrawal Form

Semester: Fall _____ Spring _____ Summer (1) _____ Summer (2) _____ 20 _____

Name: __________________________________________________________   ID #: __________________________
Last                                           First                         Middle

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Is student withdrawing from all Courses/College?   ________Yes   ________No
Financial Aid Advising/Comments: __________________________________________________________
____________________________________________________________________________________
Financial Aid Signature: __________________________________________ Date: ___________________
Instructor &/or Advisor Comments: _________________________________________________________
____________________________________________________________________________________
Student’s Future Academic Plans: ___________________________________________________________
____________________________________________________________________________________

Student Signature: __________________________________________________________ Date:___________
Instructor &/or Advisor Signature: __________________________________________ Date:___________

- Note all students must meet with a Financial Aid Advisor before the Instructor/Advisor finalizes the course/college withdrawal process.